**TERMS OF REFERENCE OF THE PATIENT REPRESEANTION GROUP**

1. **Title of the Group**

The group shall be called THE PATIENT REPRESATION GROUP (PRG) of the Phoenix Family Care Practice in 103 Leamington Road, Coventry, CV3 6GQ

1. **Aims of the Group**

The aims of the Group are to promote co-operation between the Practice and Patients to the benefit of both.

1. **Membership of the Group**

Membership of the Group shall be open and free to all registered Patients and Staff of the practice

1. **Activities of the Group**
   1. The Group will be kept informed of the Practice policies relating to the Clinical Commissioning Group (CCG) to which it belongs. It may express opinions on these policies on behalf of the Patients.
   2. The Group will consult with the Practice on service development and provision and assist in the assessment of community medical needs.
   3. The Group will contribute to, and be kept informed of, Practice decisions
   4. The Group will seek to ensure the Patient information and advice are readily available and clearly presented
   5. The Group will represent patients and the Practice in seeking to influence local provision of health and social care.
2. **Meetings of the Group**
   1. The Group will endeavour to meet no fewer than four times a year
   2. Notices of meetings, reports on meetings and information about the PRG’s activities will be displayed on notice boards and website.
3. **Organisation of the Group**
   1. The Group will be led by the Chair, Deputy Chair, Secretary and up to 12 members. Other members will be co-opted as required.
   2. Administrative assistance will be provided by Staff at the Practice.